

Attachment E: Work Planning and Site Checklist Required when temperatures are expected to exceed 80°F.

Department/ Group/ Project _____

Supervisor Name _____

Supervisor Phone Number _____

Worksite Location (specific enough for emergency response, use landmarks if needed): _____

Expected Temperature _____

Employees covered: _____

Checklist Completed by: _____ Date: _____

Drinking Water Availability At least one quart (4 cups) required per employee per hour for the entire shift, i.e. an 8 hour shift requires 2 gallons per employee Plumbed water Water cooler provided Bottled water provided Other, describe below:

How will employees be provided access to sufficient drinking water? For backcountry trips or other work in remote locations describe expected natural water sources and treatment methods (e.g. filtration, boiling, chemical disinfection).

Shade May be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g. sitting in a hot car). Building structures Trees Temporary Canopy/ Tarp Vehicle with A/C Other, describe below:

How will employees be provided access to adequate shade?

Emergency Medical Procedures All employees must be able to provide clear and precise directions to the work site

Cell phone service available If no cell service, describe emergency plan below:

What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back as needed)

For remote locations, list employees on site trained in First Aid and verify that a field safety plan in place and available:

High Heat Procedures - Required when temperatures expected to exceed 95° F If possible limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for sign of heat illness is required at all times. Pre-shift meeting required.

Direct supervision Buddy system Reliable cell or radio contact Other, describe below:

List names of any new employees working in heat for less than 14 days that must be supervised at all times:

First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness

Signs and Symptoms:	Treatment:	Response Action:
HEAT EXHAUSTION <ul style="list-style-type: none"> • Dizziness, headache • Rapid heart rate • Pale, cool, clammy or flushed skin • Nausea and/or vomiting • Fatigue, thirst, muscle cramps 	<ol style="list-style-type: none"> 1. Stop all exertion. 2. Move to a cool shaded place. 3. Hydrate with cool water. 	The most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heat stroke.
HEAT STROKE <ul style="list-style-type: none"> • Disoriented, irritable, combative, unconscious • Hallucinations, seizures, poor balance • Rapid heart rate • Hot, dry and red skin (possibly moist and pale) • Fever, body temperature above 104 °F 	<ol style="list-style-type: none"> 1. Move (gently) to a cooler spot in shade. 2. Loosen clothing and spray exposed skin with water and fan. 3. Cool by placing ice or cold packs along neck, chest, armpits and groin. 4. Do not place ice directly on skin. 	Call 911 or seek medical help immediately. Heat stroke is a life threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!

Other Notes

(Attach other documents, maps, etc. as needed)

Related Resources

Emergency Medical Response: 911

Campus Police Emergency Number: (909) 537-5999

 Weather Forecasts: <http://www.wunderground.com/> or <http://www.weather.gov/>

 Office of Environment, Health & Safety: <https://www.csusb.edu/ehs>

 CSUSB Heat Illness Prevention Fact Sheet: <https://www.csusb.edu/ehs/policies-and-procedures>

 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>